

## MINUTES OF MEETING

### BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS (APELSCIDLA BOARD)

#### ARCHITECTS

#### INFORMAL FACT-FINDING CONFERENCES SEPTEMBER 10, 2003 (2:00 P.M.)

The Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects convened in Richmond, Virginia, for the purpose of holding Informal Fact-Finding Conferences pursuant to the Administrative Process Act.

David L. May, Jr., Board Member, Presided. No other Board Members were present.

Douglas W. Schroder appeared for the Department of Professional and Occupational Regulation.

The conferences were recorded by Inge Snead & Associates, LTD. And the Summaries or Consent Orders are attached unless no decision was made.

Lic=Licensing Application

A=Applicant

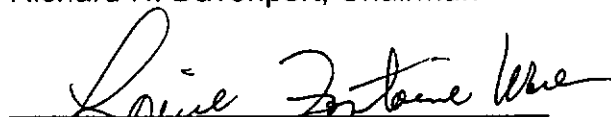
#### Participants

1. Bradford W. Hill  
File Number 2004-00496 (Lic)

Hill - A

The meeting adjourned at 3:30 p.m.

The Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects

  
Richard N. Davenport, Chairman  
Louise Fontaine Ware, Secretary

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**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION  
BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS,  
CERTIFIED INTERIOR DESIGNERS AND  
LANDSCAPE ARCHITECTS**

**RE: BRADFORD W. HILL  
APPLICATION**

**FILE NUMBER: 2004-00496**

**Summary of the Informal Fact-Finding Conference**

An Informal Fact-Finding Conference (IFF) was convened on September 10, 2003, at the Department of Professional and Occupational Regulation, pursuant to a Notice of Informal Fact-Finding Conference sent by certified mail to Bradford W. Hill on August 27, 2003. The following individuals participated at the conference: Bradford W. Hill, Applicant; Douglas W. Schroder, Staff Member; and David L. May, Jr., presiding Board Member.

**Summation of Facts**

1. On March 13, 2003, the Board section received Bradford W. Hill's (Hill) Architect license application. It appears that Hill may not meet the Board's 2002 Regulation 18 VAC 10-20-20(C) which states, "applicants shall meet applicable entry requirements at the time application is made."
2. In addition, it appears that Hill may not meet the requirements of the Board's 2002 Regulation 18 VAC 10-20-120(A) referring to "experience" and may not meet the requirements of the Board's 2002 Regulation 18 VAC 10-20-140(I) referring to "examination", since Hill has not been "taking the examination on a continuous basis during the three-year eligibility period...."

3. Hill was originally approved for the examination for the period of eligibility from January 3, 1997, through January 2, 2000. During this time Hill sat for the General Structures division on June 5, 1998, and the Lateral Forces division on June 6, 1998. Hill reapplied and was approved for the period of eligibility from March 6, 2000, through March 5, 2003. During this time, Hill sat for the Materials and Methods division on March 30, 2001. On February 27, 2003, the Board section received Hill's most recent reapplication.

4. In a letter dated June 5, 2003, following a review of his Architect license application by two members of the Architects Section of the Board, Hill was notified that his application has not been approved given that he "may not meet the criteria as set forth in the Board's 2002 regulations".

### **Conclusion and Recommendation**

Based upon the record and information presented at the conference, I recommend Hill's application be approved for another 3 year period of eligibility for examination, with the stipulation that Hill enter into an Agreement for Examination with the Board, wherein Hill will be required to take all nine (9) sections of the NCARB prepared Architectural Registration Examination, and pass five (5) of the nine (9) sections, within the next 3 years. This three (3) year period will begin on the date of acceptance of this Agreement for Examination by the Board. Failure to meet these stipulations at the end of the three (3) year period will cause Hill to meet all the then current requirements of the Board's regulations.

By: \_\_\_\_\_

David L. May, Jr.  
Presiding IFF Board Member

Board for Architects, Professional  
Engineers, Land Surveyors, Certified  
Interior Designers and Landscape  
Architects

Date: September 10, 2003